



STATE OF WASHINGTON

DEPARTMENT OF HEALTH

OFFICE OF EMERGENCY MEDICAL SERVICES AND TRAUMA SYSTEM

PO Box 47853 • Olympia, Washington 98504-7853

Steps Necessary To Begin The SEI Recognition Process

I. Complete the required prerequisites.

- A. Prerequisites are provided in WAC 246-976-031 or in the SEI Qualification Process Manual. Both documents are located on the Office of EMS & Trauma System web site located at www.doh.wa.gov/hsga/emstrauma/seiproc.htm
 - 1. The prerequisites include an examination to determine the knowledge of the prospective candidate on Revised Code of Washington (RCW) and Washington Administrative Code (WAC) relating to EMS and the Uniform Disciplinary Act. This examination is available primarily on the web site listed above, but may be requested as a hard copy by contacting the Education, Training and Regional Support Section at (360) 236-2840 or (800) 458-5281 extension 2.

II. Submit prerequisites with name, address and a daytime contact phone number to the Office of Emergency Medical Services and Trauma System, Education, Training and Regional Support Section, P O Box 47853, Olympia, Washington 98504-7853.

- A. The department will review the prerequisites provided and determine the need of the individual to be recognized as an SEI.
- B. Incomplete requirements or materials will be returned to the candidate with a checklist of what must be completed to begin the recognition process.

III. Issuance of the SEI Initial Application Procedures (IRAP) Handbook

- A. If the requirements have been met and there is need for recognition, the department will issue an Initial Recognition Application Procedures (IRAP) handbook.
- B. Once the IRAP has been issued, the department will provide an orientation on the recognition process to each candidate as necessary or when requested.

IV. Completion of the IRAP by the Initial SEI Candidate

- A. Complete the IRAP following the instructions provided.
- B. The guidelines provide only sample forms. Forms required to complete the IRAP are available on the web site identified above.
- C. Contact the Education, Training and Regional Support Section if you have any questions regarding the completion of the IRAP.

V. When the IRAP is Completed

- A. Make a copy for your records of the IRAP, all evaluation forms and quality improvement records.
- B. Submit the original documents to the County Medical Program Director for review and recommendation.
- C. Return the MPD signed, original documents to the Office of EMS and Trauma for review and approval.